**!! This page is not part of the template. Please remove it before signing the agreement. !!**

**What is this template?**

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education, vocational education and training, and adult education.

**What is a learning agreement?**

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant, the sending organisation and hosting organisation. It is an important document to ensure quality and to build transparency and trust between the three parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement?**

Creating a learning agreement with each participant in individual mobility is an obligation defined in the [Erasmus quality standards](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools). The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits, invited experts, and participation in VET skills competitions. For activity type ‘Courses and training’ the learning agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.

However, it is not obligatory to use this specific template for your learning agreements. This template is recommended by the European Commission as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties (especially if learners are involved). Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.

**Erasmus+ learning agreement**

**Call 2022**

# Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme’s rules and quality standards.

# Information about the learning mobility

|  |  |
| --- | --- |
| Field | Vocational education |
| Activity type: | Long-term learning mobility of VET learners |
| Mode: | Physical |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

# Parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility, the sending organisation and the hosting organisation.

## Participant in the learning mobility

|  |  |
| --- | --- |
| Full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |
| --- | --- |
| Participant’s legal guardian full name: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: | Staatsinstitut für Schulqualität und Bildungsforschung |
| Address: | Schellingstraße 155, 80797 München |

## Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

# Learning context

[Please select the applicable version of the table]

[Version 1: for learners in vocational education and training]

|  |  |
| --- | --- |
| At the sending organisation, the participant is currently enrolled in: | |
| Title of the qualification / profession: | carpenter |
| School year / grade: | 12 |
| Level in the European Qualifications Framework: | 3 |

# Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

[Add or remove outcomes as needed for each participant]

|  |  |
| --- | --- |
| **Outcome 1: Cultural Sensitivity in the Work Context** | |
| Relevant subject, skill or competence: | The participant takes into account possible cultural  and communicates effectively with foreign participants. |
| Description: | The participant conducts conversations with customers, superiors, colleagues and in the team in a way that is appropriate to the situation, goal and addressee; in particular, cultural identities and behaviors are taken into account. |

|  |  |
| --- | --- |
| **Outcome 2: International professional competence** | |
| Relevant subject, skill or competence: | The participant will get to know the organization and the working methods at the foreign institution of his or her own specialization and thus build up international, professional action competence. |
| Description: | The participant will apply the professional competences acquired during the training at the foreign institution and learn new skills and abilities. By comparing the knowledge acquired in the home country with the working methods and processes at the partner institution, the participant's repertoire of actions is expanded. |

|  |  |
| --- | --- |
| **Outcome 3: Self-competence** | |
| Relevant subject, skill or competence: | The participant is involved in the organization of his stay and the internship. In addition, the personal self-competence of the participant is built up through the self-organization on site and the situation-appropriate reaction to different events. |
| Description: | The participant can organize himself, fit into a social environment and cope with situations as they arise. This results in goal-oriented action competence, which increases the participant's independence both in the world of work and in the world of life abroad. |

|  |  |
| --- | --- |
| **Outcome 4: Enhancement of language skills** | |
| Relevant subject, skill or competence: | The participant uses the imparted foreign language in the fulfillment of occupation-related technical tasks. |
| Description: | The participant applies technical terms in the taught foreign language using elementary linguistic means in the planning, execution and control of technical tasks and communicates in writing and orally in the taught foreign language in the general work process. |

|  |  |
| --- | --- |
| **Outcome 5: Building professional skills** | |
| Relevant subject, skill or competence: | The participant expands his professional knowledge and skills and gets to know local materials, techniques as well as work processes |
| Description: | The participant uses local materials and gets to know their properties and applies appropriate techniques during his/her work. His tasks are integrated into work processes, which the participant gets to know during his activity. |

# Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity.

[Add or remove activities / tasks as needed for each participant. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

|  |  |
| --- | --- |
| **Activity / task 1: Produce individual furniture** | |
| Description: | The participant will design, plan and manufacture customer-oriented individual single pieces of furniture. |

|  |  |
| --- | --- |
| **Activity / task 2: Fabricate systems furniture** | |
| Description: | The participant will plan, manufacture and assemble system furniture taking into account the special features of rational production. |

|  |  |
| --- | --- |
| **Activity / task 3: Produce and assemble construction elements of the interior assembly** | |
| Description: | The participant will design, manufacture and assemble elements for the interior, e.g. room divider, interior doors, stairs |

|  |  |
| --- | --- |
| **Activity / task 4: Activities in the warehouse** | |
| Description: | The participant accepts deliveries of goods, unpacks them and stores them in the correct storage location. He removes required goods and records the removal in a management system. |

|  |  |
| --- | --- |
| **Activity / task 5: [Title]** | |
| Description: |  |

# Monitoring, mentoring and support during the activity

## Responsible persons at the hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes, and helping them to integrate into the daily routines and the social context at the hosting organisation.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). The mentor (main content supervisor) must be able to monitor the participant closely and interact with them on a daily basis.]

## Responsible persons at the sending organisation

The following person(s) at the sending organisation are tasked with following the participants’ progress and providing content or practical support from the side of the sending organisation.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). Please note that in line with the Erasmus quality standards on good management of mobility activities, it is very strongly recommended that the mentor (main content supervisor) be employed at the sending organisation. Delegating this task (e.g. to a supporting organisation) may be judged to be in breach of quality standards regarding core project tasks.]

## Accompanying persons

The following person(s) will accompany the participant during their mobility period:

|  |  |
| --- | --- |
| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[If there will not be any accompanying persons involved, please delete the table above and indicate ‘Not applicable’. In case there will be more than one accompanying person, please make a copy of the above table for each person.]

## Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

* Regular meetings of participant with review of learning outcomes and exchange on completed tasks
* Review of learning outcomes by documentation of most significant topics and review of this documentation by the mentor monthly

# Evaluation of learning outcomes

After the mobility activity, the participant’s learning outcomes will be assessed in the following way:

|  |
| --- |
| **Evaluation format:** |
| The participant reflects and documents his or her competence gain on the basis of self-assessments before and after the mobility. An increase of at least one grade level is expected. |

|  |
| --- |
| **Evaluation criteria:** |
| The assessment is done with the help of a questionnaire that the participant fill out virtually. This involves questions on the five competence areas defined as learning outcomes. |

|  |
| --- |
| **Evaluation procedures:** |
| The first assessment with the help of the questionnaire takes place during a preparatory meeting prior to the mobility.  The second assessment takes place after the mobility, but not later than 30 days after the return. The submission of the questionnaires is obligatory for the participant. After submission, the self-assessments before and after the mobility are compared and evaluated. The results are passed on to the contact person at the host institution and discussed in summary form in a virtual meeting. |

# Recognition of learning outcomes

The learning outcomes attained by the participant will be recognised in the following way:

|  |
| --- |
| **Recognition conditions:** |
| Formal recognition of learning outcomes is provided via the Europass Mobility. |

|  |
| --- |
| **Recognition procedures:** |
| The Europass Mobility proves the participation in the mobility as well as the addressed competence areas and is awarded to the participant after completion of the mobility. |

|  |
| --- |
| **Recognition documentation:** |
| * Europass Mobility by the sending institution * Internship confirmation by the receiving institution |

# Additional provisions

[If needed, introduce here any other provisions specific to the individual mobility. For example, this can be: arrangements with hosting families, an applicable code of conduct or other annexes. If no additional provisions apply, please indicate ‘Not applicable’.]

# Signatures

The signatories confirm that they understood and approve the content of this agreement.

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant** | |  | **Participant’s legal guardian** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sending organisation** | |  | **For hosting organisation** | |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |